

## **Articles of Organization**

### **Virginia Workforce Council**

#### **Article I Name**

The name of the Council is the Virginia Workforce Council as enacted by the General Assembly of Virginia, hereinafter referenced as the Council.

#### **Article II Purpose and Membership**

**Section 1:** Purpose. The purpose of the Council is to assist the Governor in meeting workforce training needs in the Commonwealth by:

- Acting as principal advisor to the Governor regarding workforce development matters.
- Provide strategic direction and feedback to the system as a whole.
- Serving as the State Workforce Investment Board for the federal Workforce Investment Act (WIA) and recommending specific uses for WIA discretionary funds.
- Setting policy and standards provide oversight and assess performance of the Workforce Investment Boards (WIBs).
- Certifying courses, which respond to the technology, needs of business and industry in the Commonwealth.
- Establishing procedures, criteria and performance measures for the Workforce Development Training Fund.

**Section 2:** Membership. The Council shall be composed of not more than the following twenty-nine members:

##### ***Governor's Appointments.***

- The Governor;
- Three Cabinet Secretaries: Commerce and Trade; Education; and Health and Human Resources.
- Two state agency heads: Virginia Community College System and Virginia Employment Commission.
- Two labor representatives, including the president of the Virginia AFL-CIO.
- Fifteen business representatives, including the presidents of the Virginia Chamber of Commerce and the Virginia Manufacturer's Association, one representative of a proprietary employment training school; and one representative of health care employers. The remaining business representatives must be business owners, chief executive officers, chief operating officers, chief financial officers, senior managers or other business executives or employers with optimum policy making or hiring authority. Businesses must represent diverse regions of the state, including urban, rural and suburban; and at least two shall be members of local workforce investment boards,
- Two local Chief Elected Officials, to include a mayor and chair of a county board of supervisors.

- One representative of a community-based organization delivering workforce activities.

#### ***General Assembly Appointments.***

- Two members of the House of Delegates appointed by the Speaker of the House.
- Two members of the Senate appointed by the Senate Committee on Privileges and Elections.

#### ***Dual Positions***

- Persons qualified may fill more than one membership position, at the discretion of the Governor.

#### ***Ex-Officio Member***

- The Special Advisor to the Governor for Workforce Development shall be a non-voting ex-officio member of the Council and the Executive Committee.

Section 3.     Conflict of Interest. All members must complete a conflict of interest disclosure statement, annually.

Section 4:     Terms. Business members shall serve four-year terms, subject to the pleasure of the Governor, and may be reappointed. Legislative members shall serve terms coincident with their terms of office.

Section 5:     Compensation. Appointed Council members shall not be compensated. However, they shall be reimbursed for reasonable and necessary expenses incurred in the performance of their duties on behalf of the Council. Legislative members shall be compensated according to appropriate state law.

Section 6.     Resignations. A Council member may resign by giving written notice to the Governor and the Secretary of the Commonwealth.

Section 7.     Removal. The Governor may remove a Council member for due cause, conflict of interest or criminal acts.

### **Article III Officers and Duties**

Section 1.     General. The Governor shall select a chair and vice-chair from among the fifteen business representatives. The term of the chair and vice chair shall coincide with their membership term on the Council.

Section 2.     Duties. The Chair shall preside at all Council meetings, enforce the Articles of Organization and Chair the Executive Committee. The Chair shall also appoint the Chairs of standing and special or advisory committees. The Vice-Chair shall, during the absence or inability of the Chair, perform the duties of the Chair.

## **Article IV Meetings of the Council**

Section 1.     Regular Meetings. The Council shall meet regularly and establish a schedule of meetings, annually at the beginning of each fiscal year. The fiscal year is from July 1 to June 30. At least one meeting annually, shall be devoted to strategic planning, training and other related issues.

Section 2.     Meeting Notice. A notice of Council and Committee meetings will be published in the Commonwealth Calendar according to submission guidelines.

Section 3.     Quorum. A majority of the Council constitutes a quorum. One half of Committee membership constitutes a quorum. Six members of the Executive Committee constitute a quorum.

Section 4.     Attendance. Council members are required to attend a majority of Council meetings each year. Alternates, who are specifically designated on an annual basis and who are similarly situated with policy-making authority, may attend, but cannot participate or vote in a Council member's absence.

Section 5.     Order of Business. Robert's Rules of Order shall govern Council meetings. There shall be an order of business for each meeting.

Section 6.     Public Participation. All meetings will include a reasonable time for public comment.

Section 7.     Executive Session. Prior to meeting in Executive Session, the Council must adopt a motion to go into Executive Session. Matters, which may discussed in executive session, are specified in the Virginia Freedom of Information Act.

## **Article V Committees**

Section 1.     Standing Committees and Task Forces. The Executive Committee is the standing Committee.

Executive Committee is in charge of the direction of the Council, when Council action is necessary between meetings. Exercises the full authority and power of the Council, to the extent permitted by law. Also responsible for recommendations on use of WIA 15% statewide discretionary funds, WIA performance reviews & oversight and recommending changes to the Council's strategic direction. The Executive Committee shall be composed of the Governor, Chair, Vice-Chair, 3 Cabinet Secretaries, the Lead for the Task Forces, a member of the Senate and House of Delegates and the Special Advisor to the Governor for Workforce Development. The Council Chair and Vice-Chair are Chair and Vice-Chair of the Executive Committee.

Section 2.     Task Forces will lead the more focused and foundational efforts of the Council, aligned with each of the Council goals in its Strategic Plan.

Section 3.     **Task Force I-** Create a comprehensive qualitative and quantitative picture of the Virginia workforce system.

Section 4.     **Task Force II** - Develop an overall workforce development demand-driven "Blueprint" for the state.

Section 5.      **Task Force III-** Ensure that the workforce system is adequately meeting the needs of the hard-to-serve.

Section 6.      **Task Force IV** – Increase the effectiveness and responsiveness of the WIBs and the Virginia Workforce Network Center system at the local level.

Section 7.      **Task Force V** – Develop a plan to market and brand the workforce system.

Section 8      **Task Force VI** – Clearly describe suggested roles and responsibilities of the State’s senior workforce leader.

Section 9      Meetings. The Executive Committee shall meet as needed, by the call of the Chair. Task Forces will establish a meeting schedule to accomplish the task.

Section 10.    Temporary Committees. The Chair may establish Advisory Committees for special purposes. Advisory committees shall be composed of persons who represent the views and interest of the various workforce development stakeholders and who are known to be qualified to perform their duties. State and local agency personnel may serve on these committees as members or consultants. The Chair may establish Special Committees for specific assignments. Temporary committees shall have a definite time of duration.

## **Article VI Staffing**

Section 1.      Designated Staff. The Virginia Employment Commission will staff the Council.

Section 2.      Task Force Staff. The Virginia Community College System and other state agencies, with technical expertise in the activities of the Task Force, will serve as a resource to the Task Forces.

## **Article VII Articles of Organization**

Section 1.      Amendments. The Articles of Organization may be amended by vote of the majority of the members of the Council present at any Council meeting. Notice of such amendment must have been sent to the Council members prior to such meeting.

Effective Date:      August 12, 1999

Revision 1 – September 19, 2000

Revision 2 – June 12, 2002

Chair:              Michael A. Daniels

Conforming Revisions 3 – July 1, 2003

Chair:              Marjorie Connelly

Revision 4 – March 31, 2004

Chair                      Marjorie Connelly

Revision 5 – September 13, 2005

Chair                      Marjorie Connelly